

LETTER OF APPOINTMENT
Tenured and Tenure-Track Faculty

DATE

NAME
ADDRESS
CITY, STATE ZIP

Dear **NAME**:

You are hereby appointed **RANK** of **DEPARTMENT** in the **COLLEGE/SCHOOL** for the **YEAR** academic year. This appointment is subject to the terms and conditions of the *Faculty Handbook* as amended from time to time, and such special rules and regulations as may be promulgated.

Your annual base salary will be \$**XX,XXX** for said academic year, payable in twenty-four equal semi-monthly installments. A sabbatical leave, medical and family leave, personal leave, reduced-time agreement, or phased retirement agreements may result in an adjustment to your annual base salary. Your total compensation includes benefits (estimated at approximately **XX%** of your salary) as described in the *Faculty Handbook* and as reflected in your semi-monthly payroll advice.

Please record your acceptance of these terms and conditions by signing in the space indicated below and by returning this letter to the Office of the Provost two weeks from the date of this letter. One copy of this letter is for your records.

Thank you very much.

Sincerely,

Name
President

Accepted: _____

Date: _____